



BUSINESS ADVISORY PROGRAM ANNOUNCEMENT

PROGRAM OVERVIEW

The Port Washington Chamber of Commerce has decided to launch a Business Advisory Program to serve businesses throughout Port Washington. The purpose of this new program is to accomplish the following:

- To support all businesses operating within the community
- To provide advice and information to those who request such assistance
- To help all businesses in the Port Washington Community to succeed

ADMINISTRATION

This program will be administered through a special committee of Chamber Officers. The responsibility of this committee will be:

- To create a list of Board Members who volunteer to provide advice and information in their area of expertise
- To review each request for support
- To assign each request to the Chamber member most suited to provide the response
- To follow up to make sure the request has been properly handled

Requests for advice and information will be made preferably through a contact form on our website, or alternatively by calling our Chamber office. Note that these requests should be limited to straight forward requests for advice and/or information that can be answered in a short period of time.

PROGRAM PROMOTION

This program will be promoted through our website and through a public relations campaign to communicate its purpose and the process for requesting assistance.

EXAMPLES OF SUPPORT REQUESTS

- Information about signage for buildings
- Help in how to create an email campaign
- Help on business insurance questions
- Possible sources for providing accounting services
- How to develop a business plan to submit to a bank for a loan
- Help on setting up a contact management system